

ARCHITECT SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
0140	Architect I	01	010	6 mo.	05/18/92
0141	Architect II	01	010	12 mo.	05/18/92
0142	Architect III	01	010	12 mo.	05/18/92

Promotional Line: 240

Series Narrative

Employees in this series perform or direct the performance of professional architectural duties. They may also assist in the development of building programs.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Architect I **0140**

Employees at this level execute professional architectural assignments as a member of a university staff. They work under general supervision from a designated supervisor.

An Architect I typically –

1. acts as liaison between the university and contractors; gives professional advice concerning design, construction, preparation of documents, and letting of contracts
2. establishes, updates, and distributes building prerequisites to ensure incorporation into contract documents; recommends disposition of alternatives and change orders
3. advises and/or supervises employees of contractual firms on matters related to building design or construction
4. supervises subordinate drafting technicians and/or clerical employees
5. performs other related duties as assigned

Level II: Architect II **0141**

Employees at this level serve as a line assistant to the administrative head of a university architectural staff. They work under administrative supervision from the head.

An Architect II typically –

1. interviews, selects, evaluates, and assigns work to a staff of professional architects and engineers
2. assumes responsibility of head of architectural staff in absence of the university architect

3. executes professional architectural assignments of unusual difficulty and special projects as assigned by superior
4. assists in preparation of building programs
5. prepares project estimates and budgets
6. supervises and administers major construction projects
7. performs other related duties as assigned

Level III: Architect III**0142**

Employees at this level plan, assign, and direct the work of a staff of professional architects, engineers, and campus planners. They work under administrative direction from a designated administrator.

An Architect III typically –

1. serves as the administrative head of all university architectural services; assigns, reviews, and approves the work of all the university architect's staff
2. supervises the work of architects employed by private firms and assigned as consultants to the university, either directly or through intermediate staff members
3. advises the institution's head, governing board, and related state agencies on university needs and building requirements; initiates university policies and procedures related to building construction and design
4. prepares building planning programs
5. prepares project estimates and budgets
6. supervises and administers major construction projects
7. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Architect I****0140****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. licensed as an architect in Illinois

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

none

Level II: Architect II

0141

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. licensed as an architect in Illinois
2. two years of experience as a licensed architect

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

none

Level III: Architect III

0142

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. licensed as an architect in Illinois
2. five years of experience as a licensed architect

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. managerial ability

Architect I	REVISED
Architect II	REVISED
Architect III.....	REVISED

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